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STAFF BRIEF - SSA (LOG)
APRIL 1956

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Auth.: NR 70-2	
Date: 25 OCT 1978	By: 27

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2. Conducted conferences with Office of Logistics representatives to discuss regulatory issuances presently in process and to ascertain which of these issuances could be included in some other directives or published in the form of a Logistics Handbook. It is anticipated that several issuances will be returned to the Office of Logistics in the near future.

3. Conducted a meeting with the Chief, RI Division, FI, DD/P, and the Chief, Printing Services Division, OL, for the purpose of discussing RI's requirement for a XEROX reproducer. It was agreed that the RI Division would furnish the Chief, Printing Services Division, with current reproduction backlog in RI so that a priority could be established within the Printing Services Division to eliminate this backlog. It was further agreed that the Chief, RI Division, would develop and forward, through the SSA-DD/S, detailed justification for the procurement on a rental basis of one additional XEROX reproducer which possibly could be placed in the vicinity of RI and operated by the Printing Services Division. It should

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be noted that the XEROX costs approximately \$180,000 and rents for \$1,200 per month. However, the Office of Logistics has had a XEROX printer on order for 18 months and no firm delivery date has been established. It is believed that added emphasis within existing reproduction facilities will assist to a great extent in the elimination of the microfilming backlog in RI. Continued follow-up will be made on the status of the XEROX reproducer on order.

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5. Conducted a conference to discuss logistics action necessary to ensure complete support of the proposed RI night shift. The details regarding support required, such as bus service, cafeteria service, etc., will be established as required. It is anticipated that additional meetings regarding this night shift will be conducted as personnel become available for assignment to this duty. Follow-up on this program will be maintained by this office.

6. Several meetings were conducted during the month with DD/P Logistics Officers for the purpose of discussing the implementation of the [] indicator within CIA. Agreement was reached on a tentative procedure for handling [] type material within the Agency. These agreements establish working relationships between the DD/P elements and the Office of Logistics and will ensure the elimination of misunderstanding and unnecessary confusion in utilizing this indicator in future communications. It is anticipated that moderate modifications to this procedure will be required as each component gains experience in its application. This office will maintain follow-up on the implementation of this procedure and the elimination of difficulties if they arise.

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7. Attended a meeting with WE Division representatives to discuss Agency policy regarding the shipment of household effects from an emergency to a non-emergency area.

8. Established a briefing schedule within the Office of Logistics for Mr. []

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9. Attended a briefing by Mr. [] Secretary of the FRC, regarding the development and processing of FP projects within DD/P. This briefing was conducted at the request of SSA (Log) and should prove very beneficial to those who attended. The Director of Logistics and all key Staff members attended this briefing in addition to the DD/P Logistics Officers.

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[REDACTED]

13. Attended a meeting in the office of the DD/S to discuss the delegation of vehicle procurement and disposal authority to the Chief of Station, [REDACTED] It was agreed that priority action would be taken by the Office of Logistics and this Staff to ensure the publication of necessary Headquarters directives so that this authority could be granted as soon as possible. Follow-up on this project will be conducted by this Staff.

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14. Attended a meeting with Mr. [REDACTED], Special Assistant to General Cabell, and the Acting SSA-DD/S for the purpose of reviewing with Mr. [REDACTED]

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It was agreed that the proposed letter was adequate and met the requirement on a routine basis.

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[REDACTED]

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16. During the month, considerable time was expended in attending the OL Career Board Meeting, PAPS meeting, SSA Staff Meetings, DD/P Logistics Officers' Meetings, the DD/P Admin. Chiefs' Meeting, DD/S Daily Staff Meeting, and performing Saturday duty.

[REDACTED]

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25X1A9a anticipated that [] will take over all SSA (Log) duties and responsibilities on 15 June 1956. [] indoctrination period is approximately 80 per cent complete. He has been introduced to key personnel in the []
25X1A [] and is familiar with all major projects in which this Staff is interested. 25X1A

6. The undersigned officer was granted two weeks leave during the month of May.

[]

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